

City of Las Vegas

PURCHASING & CONTRACTS
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www.lasvegasnevada.gov/bids



KATHLEEN C. RAINEY
MANAGER

STEVE KESSLER
BUYER

INVITATION TO BID **BID #090031-SK**

Fire Extinguisher and Exhaust Hood Service and Inspection

SCOPE OF WORK: THE CITY OF LAS VEGAS IS SOLICITING BIDS FOR FIRE EXTINGUISHER AND EXHAUST HOOD SERVICE AND INSPECTION. THE TERM OF THIS CONTRACT WILL BE FROM DATE OF AWARD THROUGH OCTOBER 31, 2009 WITH FOUR (4) ONE – YEAR OPTIONS TO RENEW. THE ESTIMATED ANNUAL EXPENDITURE WILL BE \$100,000.00

PRE-BID CONFERENCE: Will be held on **October 6, 2008** at **10:00 AM** in the Purchasing and Contracts Division Conference Room, First Floor, City Hall Complex, 400 Stewart Avenue. The purpose of this conference is to discuss the specifications and any prospective bidders concerns. If a firm is unfamiliar with the public bidding process and would like to obtain training on the bid submittal process for this bid, please contact **Steve Kessler** at 229-6231, no later than October 3, 2008 and a training session will be provided immediately following the pre-bid meeting.

BID OPENING: All bids must be received in the office of the City Clerk, First Floor, City Hall Complex, 400 Stewart Avenue, Las Vegas, NV 89101-2986 by **October 16, 2008**. Bids must be time-stamped no later than **1:30 p.m.** Bids time-stamped at **1:31 p.m. or later, will not be considered in the award and will be returned to the Bidder.** Bids will be publicly opened and read aloud, immediately after the established closing time and date, in the Purchasing and Contracts Division Conference Room.

BID DOCUMENTS MAY BE OBTAINED at the Purchasing & Contracts Division, City Hall 400 Stewart Avenue on **September 29, 2008** at no charge. Suppliers/Bidders may also obtain documents by registering with Demandstar. You may register on-line at www.Demandstar.com or by requesting a registration form and faxing it to (800) 771-1712. Membership in Demandstar is not necessary for doing business with the City. However, suppliers registering with Demandstar receive automatic notification of non-construction related solicitations, including any subsequent addenda. Suppliers obtaining solicitation documents from the Purchasing Office will receive notification of addenda. Failure to acknowledge addenda, if any, may cause the bid to be deemed non-responsive.

Bid Documents obtained from any source other than the City of Las Vegas Purchasing & Contracts Division may not be accurate or complete, and each Bidder assumes all risks by its reliance on such documents. A Bidder who has not obtained Bid Documents from the City or DemandStar will not be notified of any addenda issued by the City, which could contain material changes thereto (such as additions or changes to the technical specifications, extensions of time, etc). There is no charge to being a plan holder.

INQUIRIES: Questions regarding this solicitation should be directed to Steve Kessler, Buyer, at (702) 229-1827, FAX (702) 464-5771, or email at skessler@lasvegasnevada.gov. To ensure a timely response, inquiries should be made by close of business day, **October 8, 2008**. Information in response to inquiries may be published as an Addendum.

Prospective bidders are hereby notified that this Invitation to Bid and all related bidding documents will be made available on a Telecommunication Device for the Deaf (TDD) or in an alternate format (audio or Braille) upon request to the Purchasing and Contracts Division, telephone number (702) 229-6231 or (702) 386-9108 (TDD).

FOR COMPLETE INFORMATION OF FUTURE FORMAL BIDS AND REQUEST FOR PROPOSALS, VISIT OUR WEB SITE AT www.lasvegasnevada.gov/bids